

# Corporation for National and Community Service

NationalService.gov



## Small, Unique Federal Agency Seeks External Affairs Interns with interest in Media/Digital/Partnership and Public Engagement/Communications Interns

### *About Us*

The Corporation for National and Community Service (CNCS) is the federal agency that engages more than five million Americans in service each year through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs.

The Office of External Affairs offers internships that provide undergraduate and graduate students an opportunity to work in a fast-paced, forward-looking communications office. As the principal point of contact for CNCS with external audiences, the office is responsible for shaping the agency's communications strategy, digital growth, and public engagement.

### *About the Internship*

We are currently accepting applications for unpaid internship positions for winter, spring, summer, and fall semesters. We are located in downtown Washington, D.C. near Federal Center SW Metro Station (blue, orange and silver Metro lines).

Job duties may include but are not limited to the following: making inquiries from national and regional news media, gathering news clips, compiling press lists, assisting with interviews and press events, conducting media and digital outreach, drafting content for various social media platforms, creating photo captions for images on CNCS Flickr account, managing story collection, researching program information for multiple use, updating web content, drafting mass email communications for internal and external audiences, tracking projects for National Days of Service (i.e., Martin Luther King Jr. Day, Mayor/County/Tribal Day of Service and Recognition, September 11<sup>th</sup> National Day of Service and Remembrance and Veterans Day) and ensuring electronic documents are accessible to individuals with disabilities.

### *Qualification Requirements*

For consideration you need the following attributes:

- ✓ Currently seeking a degree in communications, public affairs/relations, media, journalism, public administration and/or liberal arts majors;
- ✓ Possess strong written and verbal communication skills;
- ✓ Quick learner, self-motivated and able to respond to changing priorities;
- ✓ Skilled in Microsoft Office Suite and Adobe Creative Suite;
- ✓ Experience creating content in various social media platforms (Flickr, Tumblr, Facebook, Twitter, Snapchat)

AmeriCorps alums strongly encouraged to apply.

### *Work Schedules*

The Office of External Affairs is open Monday through Friday from 8:30 a.m. to 5:30 p.m., winter, spring, summer and fall interns are requested to work a minimum of 20 hours a week. Summer internships are full time.

### *Academic Credit*

Internships are only offered as student work-study programs and are not for compensation. Students accepted for an internship may earn academic credit while working in our office. Information on academic credit programs can be obtained from school placement offices.

### *Requirements*

Applicants must be United States citizens, successfully participate in a pre-selection telephone interview, are able to work a minimum 20 plus hour schedule, and meet the required qualification as stated above. Final selection is contingent upon the satisfactory completion of a background investigation. Under no circumstances will a student be allowed to work in any capacity before his or her background investigation is successfully completed.

### *Application Procedures*

To apply for an internship in the Office of External Affairs, please send your cover letter and resume to the Office of External Affairs at [oeaadmin@cns.gov](mailto:oeaadmin@cns.gov).